ANNUAL REPORT

OF THE

BOARD OF EDUCATION 1940



BLOOMFIELD, NEW JERSEY

279.7493 B

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ACT MAKES

NEW JUNIOR HIGH SCHOOL

REPORT OF SUPERINTENDENT

Office of Superintendent of Schools Bloomfield, N. J.

June 29, 1940.

To the Board of Education, Bloomfield, N. J.

I hereby present my twelfth annual report covering the public schools of Bloomfield, New Jersey, for the school year 1939-1940.

The public schools of Bloomfield belong to the people and are cherished by them. These schools today represent the largest collective enterprise of our citizens. The investment can be estimated in large sums, with an enrollment of 7,663, pupils and a teaching staff of three hundred.

To the scope of our public school work and its cost is entrusted, in such a large degree, the future well being of our state and nation, and by the returns which are evidenced on all sides same is fully justified. Our young people are learning, more than ever before, to act together as a group, to choose leaders wisely, to apportion activities and to accept responsibilities. The fact that membership in our Junior Red Cross is practically 100% in all of our schools is an indication of how our pupils react to demands as they arise. The development of these traits in our young people cannot be measured in money values, in reality the expense involved is a mere incident in such a program. When estimating the cost of education we too frequently forget to measure same in terms of future values and results. Often a small expenditure might save a young life from falling into the hands of the law. We hear far too little about the tremendous cost of maintaining our prisons and so-called reform institutions and expensive court procedures. Shall we continue to increase budgets for penal and mental institutions and at the same time decrease our efforts to avoid sending our youth to such institutions; or, shall we awaken to the fact that an apparent saving in our educational program is indeed false economy?

Bloomfield, fully recognizing all of the demands which are made upon its schools, has set itself to the task of meeting the issues in a satisfactory manner. The completion of the new Junior High School is announced with pleasure. On

Monday, June 10th, 1940, by appropriate exercises, the building was officially dedicated and its use and enjoyment made possible to the boys and girls of junior high school age. Here we have a building ranking among the best in the country, complete in all its appointments and offerings, and none too good for the youth of our town who will daily wend their way to its open doors.

We are again called upon to announce the retirement of two of our teachers: Miss Elizabeth A. Terry, who has been identified with the Bloomfield public school system since 1907, and Mr. Fred L. Andrus, who came to teach in the high school in 1917. During the years these teachers served our community they held the respect and confidence of the pupils, teachers and parents.

The increased demands on the part of high schools pupils for courses offered in the various sciences has made it necessary to seek additional facilities in the nature of space and equipment.

During the school year all teachers and other employees presented evidence of having taken a medical examination as now required by recent legislation.

We again commend the splendid co-operation received from the Board of Education and its employees.

> Respectfully submitted, EDGAR S. STOVER, Superintendent.

ANNUAL REPORT OF THE DEPARTMENT OF HEALTH EDUCATION

"Never a dull moment," may truthfully be said about the average day of the school nurse. From the time of arrival at her office until she leaves, her day is colored with many interesting duties, frequently including grave responsibilities. Before nine o'clock the health room may contain several students who are suffering from a hastily eaten breakfast, a sudden cold, or some obscure ache. First Aid advice or bandaging is given, and only a few must wait for the coming of the school doctor.

After the first aid rush is over there are students to be found and prepared for the examination given annually by the doctor. The history and examination record is started. The nurse takes notes as the doctor proceeds. Whenever this examination reveals defects the parents are notified by letter or home visit. At this conference the nurse explains the purpose of the school physical examination and interprets the findings to the parents, wherein their child is normal and where medical attention is required. When parents ask what should be done, the nurse first refers them to their family doctor. If financial curcumstances will not allow the student to be placed under a doctor's care, the nurse writes a letter of recommendation to some clinic of the parents' choice and thus the correction of the student's defect is begun. Sometimes parents ignore the first notice of the student's defect. Then a form letter is sent to the parents to have the defect corrected. If this notice is also ignored the nurse in more serious cases endeavors to contact the parents personally.

Before a student is allowed to practice for any school team the school nurse arranges for an examination of his heart and lungs. Doubtful cases are rechecked frequently. Another duty of the nurse is to provide immediate care for any student who becomes ill or injured during the course of the day. First aid is always given at once, and if the injury is serious, arrangements are made for further treatments. For example, John Smith fell in the basement, cutting his chin severely. The laceration needed sutures. School doctor was called to give first aid. He recommended the child be taken to the family physician. The nurse took John home and then called the family physician, who advised that John be taken to the hospital where he happened to be at the time. The school nurse accompanied the boy and mother to the hospital. With John in the competent hands of the doctor, the nurse returned to school to resume her duties and report the outcome to the principal.

The following is a detailed report of Medical Inspectors and Nurses:

Number of schools examined	11
Number of children examined and re-examined	
First Aid to accidents cases	57
Personal hygiene talks and advice	538
Visits made to clinic, hospital and homes	265
Parents' visits to school to consult nurses	347
Eyes tested by the nurses	1,146
Publis found with detective vision	165
Defective vision corrected with glasses	81
Eye operations to correct defects	2
Pupils tested with audiometer by the nurses	1,157
Pupils found with defective hearing—12% hearing loss	78
Pupils found with enlarged and diseased tonsils and adenoids	214
Number of pupils weighed and measured during the year, in-	211
cluding reweighing	5,553
Number of pupils overweight	19
Number of pupils underweight at least 70	100000
Number of pupils underweight—at least 7%	927

Special Physical Examinations Recommended by the Nurses to the Doctors

Chorea	2
	105
Tindowweight	105
Underweight	65
Heart	40
Thyroid	12
Anomia	10
Anemia	3
Infections	27
Appendicitis	13
Speech Defects	10
Speech Defects	13
Internal Stradishus	3
Bronchitis	10
Pneumonia	77
Pneumonia	1
Nervous condition	4
Orthopedia	1

Skin Conditions

Poison Ivy	31
Scabies	(
Impetigo	45
Ring Worm	34
Acne	2
Hives	10
Warts	- 1
Fink Eye	19

Excluded from School by Doctors and Nurses

Sore throats and temperatures	260
Suspected Scarlet Fever	6
Suspected Measles	10
Suspected Chicken Pox	50
Suspected Mumps	21
Suspected Whooping Cough	1
Suspected Rash	12
Uncleanliness	38
Nits and Pediculosis	35
Nausea and Vomiting	64
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Rash	10
Inflamed Eyes	3

Mantoux Testing of 9 Schools-8th Grades

Number Tested	252
Number Negative	214
Number Positive	38
Number X-rayed	34
Number X-rayed and recommended for re-X-ray in one year	17

Dental Clinic Report June, 1940

Ten schools examined, as follows:

Examined	Notices Sent Home			Family Dentist
No. 2—Berkeley398	205	193	100	91
No. 3—Brookside276	159	117	67	88
No. 4—Center237	107	130	43	38
No. 5—Brookdale386	127	259	16	40
No. 6—Carteret497	305	192	108	111
No. 7—Fairview344	167	177	64	78
No. 8—Watsessing307	169	138	63	66
No. 10—Liberty 56	42	14	27	8
No. 11—Franklin209	131	78	51	65
No. 12—Demarest328	164	164	62	43
No. 1—High 10			11	

Total number examined	3,048
Number in poor condition	144
Number needing attention	1,576
Number in good condition	1,462

Clinic Operations

Number appointments Number patients Completed to good condition	1,727 465 347
Special examinations	90
Treatments (general)	452
Zinc Oxide Treatments	214
Silver Nitrate Treatments	81
Emergency treatments	114
Copper Alloy fillings	2
Silver Amalgam fillings Cement fillings	657
Cement fillings	43
Porcelain fillings	52
Temporary fillings	13
Novocain injections	411
Extractions	623
Deciduous teeth extracted	446
Permanent teeth extracted	177
Cleaned	329
Cyst removals	4
X-Rays taken	4

SCHOOL SAVING FUND

The following report shows a substantial gain in the number of accounts and the amount of money saved during the school year over any previous year.

The splendid service rendered by The Bloomfield Savings Institution is fully appreciated by the students and no doubt accounts for the ever increasing interest shown by those availing themselves of this opportunity to save, many of them for a very definite purpose.

Statement for 1939-1940

Amount on deposit September 1939	54,459.99 46,384.03
Amount withdrawn during the school year	100,844.02 34,019.71
Amount on deposit at close of school year	66,824.31 59,394 7,190 713 94.8%

SUMMARY BY SCHOOLS

School High	No. of Accounts . 2,272	Amount Saved \$19,938.10
Berkeley	0 = 4	7,641.90
Brookside	. 440	5,297.73
Center	050	2,291.28
Brookdale	. 389	6,004.67
Carteret	. 680	5,970.49
Fairview	. 450	3,755.45
Watsessing		2,879.04
Park		2,017.04
Liberty	. 115	330.24
Franklin		2,031.89
Demarest	. 642	6,375.76
Inactive accounts		1,305.06

SCHOOL ENROLLMENT

DAY SCHOOLS

Net Enrollment 1939-1940

No. 1—High School	2,729
No. 2—Berkeley School	682
No. 3—Brookside School	485
No. 4—Center School	379
No. 5—Brookdale School	574
No. 6—Carteret School	712
No. 7—Fairview School	532
No. 8—Watsessing School	501
No. 9—Park School	95
No. 10—Liberty School	75
No 11—Franklin School	312
No. 12—Demarest School	587
Total	7,663

ENROLLMENT BY YEARS

1873		796	1907		2562
1874		874	1908		2629
1875		887	1909		2688
1876		931	1910		2751
1877		957	1911		2966
1878		1034	1912		3174
1879		1015	1913		3372
1880		817	1914		3550
1881		860	1915		3738
1882	***************************************	924	1916		3933
1883		908	1917		3962
1884		905	1918		4290
1885		964	1919		4307
1886	***************************************	981	1920		4372
1887		972	1921		4301
1888			1921		4697
1889	***************************************	998	1922		
		1046			5007
1890	***************************************	1008	1924		5215
1891	***************************************	1036	1925		5429
1892	***************************************	1124	1926	***************************************	5655
1893	***************************************	1161	1927	***************************************	6034
1894		1187	1928	***************************************	6543
1895	***************************************	1408	1929	*******************************	6803
1896	***************************************	1382	1930		7086
1897	***************************************	1477	1931		7334
1898	***************************************	1643	1932		7547
1899	***************************************	1678	1933		7756
1900	***************************************	1760	1934		7720
1901	***************************************	1774	1935		7915
1902	***************************************	1972	1936		7801
1903	2525244523464346466666666666666666666666	2102	1937	***************************************	7873
1904	***************************************	2153	1938	***************************************	7833
1905	***************************************	2247	1939		7716
1906	***************************************	2425	1940		7663
		19			

DAYS' ATTENDANCE

1902		244,000	1921		654,000	
1903	***************************************	264,000	1922		698,000	
1904	***************************************	288,000	1923		760,000	
1905		308,000	1924		797,000	
1906		337,900	1925		844,000	
1907	***************************************	350,000	1926		845,000	
1908		371,000	1927		932,000	
1909		380,000	1928	***************************************	1,003.000	
1910		392,000	1929	***************************************	1,122,519	
1911		431,000	1930		1,103,029	
1912		455,000	1931		1,234,539	
1913		489,000	1932		1,304,038	
1914		521,000	1933		1,314,722	
1915		552,000	1934		1,232,762	
1916	***************************************	579,000	1935	***************************************	1.253,848	
1917		591,000	1936	***************************************	1,242,748	
1918		585,000	1937		1,223,485	
1919		633,000	1938		1,277,959	
1920		611,000	1939		1,262,104	
		022,000	1940		1,250,471	
			1010		1,200.111	

FINANCIAL STATEMENT

Bloomfield, N. J., July 1, 1940.

To the Board of Education

Ladies and Gentlemen:

I hereby submit the Annual Financial Statement of the Board of Education of the Town of Bloomfield for the school year ending June 30, 1940:

		rs

		RECEIPTS	
		Balances, July 1, 1939, as follows: Current Expenses\$ 21,767.39	
		Repair & Replacements	
		Manual Training	
		Library	
		Library	
710,130.74	s		
110,150.11	Ψ	Received from State—Current Expenses\$232,754.37	
		Received from Town—Current Expenses 657,378.00	
		Received from Town—Repairs & Replace-	
		ments 36,500,00	
		Received from Town—Manual Training 12,450.00	
		Received from State—Manual Training 4.344.40	
		Received from State—School Libraries 120.00	
		Received from Town—School Libraries 870.00	
		Received from Town—Capital Outlay 9,533.85	
		Received from P.W.A.—Capital Outlay 133,410.36	
.087.360.98	1		
,001.000.00	7	Received from Other Sources:	
		Tuition	
		Sale of Supplies, Fines, etc	
		Rental of School Buildings	
		Sale of Manual Training Supplies 75.68	
19,397.96		Sale of Manual Training Supplies	
10,001.00	_		
,816,889.68	\$1	Total Receipts and Balances	

DISBURSEMENTS

Current Expenses:			
Administration\$	22 296 19		
Teachers' Salaries	644 447 03		
Clerks' Salaries	14,009.63		
School Supplies, Office Exp. & Stationery	14,938.85		
Text Books	12,201.02		
Janitors' Salaries & Wages Other Employees	65,490.31		
Janitors' Supplies	7,637.97		
Fuel, Light & Power	26,494.08		
Telephone Service	2,228.66		
Attendance Officer	2,169.96		
Medical Inspection, Nurses' Salaries, etc	13,353.31		
Tuition	4,065.80		
Insurance Premiums	4,507.83		
Transportation	12,023.94		
Pensions	422.96		
Community Centers	1,454.31		
Manual Francisco		\$ 847,	741.85
Manual Training:	2002 22 722		
Teachers' Salaries\$	11,743.48		
Materials & Supplies	3,558.91		
		15,	302.39
Library:			
Books\$	991.35		991.35
Repairs & Replacements:			
Buildings\$	32,677.03		
Grounds & Walks	1,500.01		
Educational Equipment	2,022.27		
Engineers' Equipment	267.77		
		36,	467.08
Capital Outlay:			
Junior High School, etc\$7	779,527.63	779.	527.63
Total Disbursements		\$1,680,	030.30
Balances in Hands of Custodian, June 30, 1940			
Current Expenses\$	83,480.19		
Repairs & Replacements	37.93		
Manual Training	1,712.71		
Capital Outlay	51,628.55		
		136.	859.38
Total Expenditures and Balances		\$1,816,	889.68

In the receipts from the State listed above is an amount of \$15,-178.73 for Railroad Tax which was not anticipated.

Respectfully submitted,

FRANK J. HOCHSTUHL, JR., Secretary—Board of Education.

LIST OF GRADUATES

CLASS OF JANUARY, 1940

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Carol Florence Allin Mary E. Kaiser Marion L. Andrews Thomas Frank Longo Paul William Bondar Joseph Anthony Manzione Peter Joseph Capezio D. Georgette Mendles Frank P. Carollo Helen Louise Olin Arthur Louis Gruttadauria Edmund H. Ourganian Mary Alice Hahn Ralph G. Penberthy John P. Solvik Harold Thomas Hoey William Charles Zeppelin

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Dolores L. Fischer
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Elmer William Hägue

Edna Lorraine Hinze
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Sigmund Joseph Kinder
Betty Jane Lawrence
Adelaide V. Mayer
Marion Ninger
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Francis John Vesterman

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Paul B. Lewis
Franklin Jackson Rhodes

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James Walter Herbert
Muriel Jean Hetebrugge
Mary I. Quarnstrom
Laura Eloise Smith
Adele Winifred Guth
Muriel Elizabeth Roome
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Justine Jung
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Dante J. Mercurio
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Fletcher Robert Bowman, Jr.
Adele Irene Burch

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Paul Matthew Cairns, Jr.
Hope Pearl Chapman
James Edward Church, Jr.
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Winifred Marie Conklin
Muriel E. Cook
Amedeo James Coraggio
Josephine L. Corbeletti
Gerald Robert Covello

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William Edwin Mills, Jr. Herta Joann Modt Richard Daniel Moglia Amedeo John Morelli Lorraine Imelda Murphy Robert John Murphy Gennard Napolitano Natalie Ward Needham Margaret J. Newell Virginia Leah O'Brien Bernard Le Roy Olson Joseph Patrick O'Shea Dorothy Marie Penka Rose Mary Pepe Geraldine Petersen Paul A. Piefke Phyllis Elsbeth Pitt Richard Harvey Post George William Reynolds, Jr. Irene Lillian Robertson Harold A. Sadowski Joseph A. Salomon Herman Schleif, Jr. Fredrica Ethel Schmidt Carl John Schopfer Helen Marie Schumacher Marjorie W. Sherwood Wilbur C. Shipley, Jr. John Aloysius Slattery, Jr. Newell Robert Smith Iris Katherine Sofield June Dorothy Stager Marco Thomas Natalie Pyke Thompson W. Leonard Tillery Samuel Turen Virginia Mae Turner Andrew P. Uditsky Kenneth Edwin Vincent Robert Van Dessel Hannah Louise Webb George Thomas Weber, Jr. Charles Wertz Robert Wilbur Wright Eleanor Elizabeth Wyczalek John Frederick Zipf, Jr.

Edward Michael Zukowski

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Marcus J. Gross
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Ida Elizabeth Holden
Margaret Elizabeth Hornbeck
James Huey
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Andrew Kostecka
Robert Irving Krohn
Eleanor Jean McElheny

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William E. Snyder, Jr.
Sidney Spitz
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John B. Verdine, Jr.
Mary Cecilia Whalen
Malcolm Ashley White

Louis Thomas Zappo, Jr.

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Mary Ann Intile Ernest J. Kabert Jane Frances Ann Kiersten Irene Justine Kislowski Jeanette Patricia Kitlasz Clara Catharine Koshinski Jean Teresa Krawczynski Margaret Elizabeth Lindholm Helen V. Llovd Helen Ann McCaffrey Eileen Anne McLaughlin Anne Theresa Maffei Jeanne Shirley Mangen Walter William Markowitz Roxanna H. Marks Anne Michalowski Fred H. Mortimer, Jr. Peter A. Mudro Lenore Estelle Potts Eleanor F. Regan Wilma Ann Rehus Alice H. Repsher Walter Donald Roberts Theodore J. Roseski Helen Marie Statter Otto Robert Schnack Theodore L. Skorupski Edward Smith Robert Smith E. Floyd Soden, Jr. Jay Martha Van Goor Nicholas Vita Mary Walsh Robert Harry Welsher Matthew G. Wheelan Mary Lillian Wiley Virginia Lois Wright

SECRETARIAL COURSE

Jean Ayre Doris Haselnus Dorothy Emma Hlas Margaret Elizabeth Hutter Helen Cecilia Karnas Margaret Ellen Lynch Laura L. Marshak Helen Elizabeth Meyer Millicent Martha Rogers Jean Dorothy Roszkowski Mary McLeod Anderson Grace Basciotti Mary Alice Crawford Jean Estelle Fabinski Margaret Regina Fitzgerald Norma Eleanor Gerling Irene Mary Graboski Anna Jean Ibsen Elsie Katz Rose Katz Grace Rose Kleinknecht Margaret Emily McMenamin Alice Louise Payerl Gloria Solvik Audrey Lucille Weltsch Harriet P. Zebrowski

TECHNICAL COURSE

Donald Richard Allen William C. Bennett, Jr. Richard Otto Brendel Jean Mary Buffington Wallace W. Carman John Edwin Dowling Walter Harry Dunnican Frank A. Gauerke William Elgar Greenip, Jr.

Robert Gale Kittner
Robert Whitney Jones
David George Keeney
Richard Gordon Lamborn
Ernest William Loesser, Jr.
Wesley Magwood
Richard J. Park
Charles A. Schweitzer
Jr.
Leroy Owen Straight
Jean Elizabeth Young

HONOR ROLL

in order of rank in class

Mary McLeod Anderson Mary Louise Koehler Crane C. Hauser Carl John Schopfer Betty Mildred Lewit Phyllis Jean Allen Robert Daniel Kriz Isabel Pringle McCraven Mary Cecilia Whalen Louise Gaetanina Williams Norma Eleanor Gerling Harriet P. Zebrowski Anna Jean Ibsen Marjorie E. Garrott Hans Ludwig Holborn David George Keeney Yvonne Perrett Richard Gordon Lamborn James Huey

Wesley Magwood Robert Whitney Jones Marion Ethel Schmidt Jean Mary Buffington Jeanette Patricia Kitlasz Anthony De Stefano Edward J. McGowan, Jr. William Elgar Greenip, Jr. Ernest William Loesser, Jr. Margaret Elizabeth Hutter Doris Haselnus Millicent Martha Rogers Mary Alice Crawford June Elizabeth Cook Herta Joann Modt Edward Michael Zukowski Eleanor Jean McElheny Drusilla Arline Dirgo Paul Joseph Kliminski

HIGH SCHOOL GRADUATES BY YEARS

Year Diplomas	Year Diplomas	Year Diplomas
1876 11	1897 8	1919 53
1877 5	1898 8	1920 63
1878 5	1899 12	1921 77
1879 2	1900 9	1922 55
1880No record	1901 18	1923 80
1881No record	1902 13	1924 80
1882No record	1903 15	1925 105
1883 6	1904 17	1926 109
1884 12	1905 10	1927 115
1885 8	1906 19	1928 117
1886 4	1907 17	1929 160
1887 13	1908 18	1930 163
1888 9	1909 25	1931 177
1889 10	1910 14	1932 236
1890 6	1911 20	1933 282
1891 15	1912 30	1934 277
1892 12	1913 36	1935 326
1893 18	1914 57	1936 350
1894 10	1915 56	1937 400
1895 15	1916 47	1938 397
1896 12	1917 53	1939 433
	1918 63	1940 507

RULES AND REGULATIONS

Elementary Schools Morning and Afternoon Intern	8:45 to 12:00 M. nission
Kindergarten	8:45 to 11:20 A. M. 1:15 to 2:30 P. M.
First Grades	8:45 to 11:45 A. M. 1:15 to 3:00 P. M.
Junior High School	8:30 to 2:43 P. M.
Senior High School	8:30 to 2:32 P. M.

School doors open 15 minutes before the school sessions begin and close 15 minutes after school is dismissed in the afternoon. From December 1 to March 30, the buildings are open during the noon hours.

No school work which comes under the head of "study in preparation for assigned lessons" shall be required to be done at home in Kindergarten or Grades One, Two, or Three.

No school work which comes under the head of "study in preparation for CLASS assigned lessons" shall be required to be done at home in Grades Four, Five, or Six.

Pupils will be admitted to all Kindergarten Classes at the opening of School in September of each school year who become five (5) years of age on or before December 31.

All field trips consisting of pupils, principals and teachers during regular school hours designed for educational purposes and approved by the Superintendent of Schools, shall become a part of the regular school curriculum of the Public Schools of Bloomfield.

Provided further:-

That all such trips necessitating the use of buses shall be confined to buses which are properly covered by public liability insurance and that a certification of such insurance be filed with the Board of Education.

The Superintendent of Schools may order half-day sessions because of weather conditions.

Excuses for absence or tardiness must be signed by the parent or guardian, and state that the absence or tardiness was with the knowledge and approval of the signer or the equivalent. All lessons may be counted zero until made up in a manner satisfactory to the teacher. No lesson may be made up until an excuse has been accepted.

No charitable appeals may be laid before any class.

No person may visit any school or class to see any teacher or pupils upon personal business of any kind during the school hours.

The schools are always open to the inspection of the public, and parents and citizens are cordially invited to visit them at any time.

Teachers are to be present at school in their class rooms 15 minutes before school opens and 15 minutes after school closes.

Teachers during the first five years of service in the Bloomfield school system may be allowed five days with full pay for personal illness. After five days, deduction shall be substitute's pay for a period to be determined by the Board of Education.

From the end of the fifth year of service to the end of the tenth year, ten days may be allowed with full pay for personal illness. After ten days, deduction shall be substitute's pay for a period to be determined by the Board of Education.

From the end of the tenth year of service to the end of the twentieth year, twenty days may be allowed each teacher with full pay for personal illness. After twenty days, deduction shall be substitute's pay for a period to be determined by the Board of Education.

From the end of the twentieth year of service, as many days with full pay for personal illness may be allowed as the number of years the teacher has served in the Bloomfield school system. After that number of days allowance, deduction shall be substitute's pay for a period to be determined by the Board of Education.

When death or serious illness in the immediate family of a teacher calls him or her away from school work, an allowance of from one to five days with full pay may be made. After five days, deduction shall be substitute's pay for a period not to exceed thirty days.

In case of a teacher's absence on account of a wedding in the immediate family, there shall be deducted the substitute's pay for a reasonable number of days.

Full deduction of salary is to be made for absence for reasons other than personal illness or death in the immediate family.

Full pay will be deducted for absence occurring on the day before or the day following any vacation period, except as provided for above.

All claims regarding absences must be presented in writing to the Secretary of the Board of Education within one week from date of the teacher's return to school.

The compensation of substitutes is \$4.00 per school day in Grades One to Eight, and Kindergarten for less than 19 continuous days in the same class in any one school year; and \$5.50 per school day for 19 or more continuous days in the same class in any one school year.

The compensation of substitutes is \$5.00 per school day in Grades Nine to Twelve, (High School), for less than 19 continuous days in the same class in any one school year; and \$6.50 per school day for 19 or more continuous days in the same class in any one school year.

Principals will report in writing, monthly or oftener, failures of specialists and class teachers to be present upon the time set in schedules and rules.

The duties of teachers include required attendance at school, grade, special and general meetings, not exceeding five in any one month. The duties of principals and specialists include required attendance at all meetings designated by the school authorities. Teachers and principals should visit the pupils' homes in the performance of their educational obligations to circumvent truancy, to quarantine cases of suspected diseases, and to consult parents in their children's interests.

Tuition for non-residents shall be as follows:

Junior and Senior High Schools, \$125 per year.

Elementary Schools, \$100 per year.

Special School, \$150 per year.

JANITORS

- To be in building at 7 A. M., or as much earlier as may be necessary to have the buildings ready for school, and to remain as long as there are teachers or pupils in the building, except that a janitor shall not be requested to remain later than six o'clock, and shall not leave the building before five-thirty o'clock except by arrangement with the principal. The lunch period of the janitor will be arranged with the principal.
- To take charge of the building during noon hour except when otherwise arranged with the principal.
- To leave the building during school hours only with consent of the principal.

To sweep every room and hall every afternoon.

To empty all waste baskets every day.

To dust every room every morning before 8:30.

To clean thoroughly every blackboard once a week.

To clean every window inside three times each year.

To rake the yards and keep them clean.

To keep the lawns mowed.

To clear the sidewalks immediately after snowfall.

- To fill all inkwells once a week and to clean them every fourth Saturday.
- To visit his building in the care of the heating as late at night and as early in the morning as is found necessary to get the rooms heated properly before the opening of school.

To report pupils to principals for discipline when necessary.

- To allow no pupils in or about the buildings until 15 minutes before the opening of school and after school has been closed for a half hour, unless accompanied by teachers, except in cases of extreme cold or storm and except when games are being conducted on the basketball courts.
- To allow no loitering of pupils or others in groups about the grounds at any time, but to allow playing as instructed by the principal.
- In bad weather the janitors may open the doors twenty minutes earlier than the usual time.

To make repairs at the request of principals.

To report all needed supplies to the principal in good season.

In addition to observing the above duties a janitor is at all times to consider himself under the general direction of the Principal of the building and the Superintendent of Schools.

CALENDAR FOR 1940-1941

FIRST TERM:

SECOND TERM:

THIRD TERM:

HOLIDAYS:

Election Day
Armistice Day
Thanksgiving and day after
Memorial Day.